

ARIZONA SHPO HANDBOOK FOR PREPARING A NATIONAL REGISTER NOMINATION



Riordan Estate – Flagstaff, Coconino, AZ listed 2/28/79

ARIZONA STATE PARKS
&
THE STATE HISTORIC PRESERVATION OFFICE
(SHPO)
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Summer 2013

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private effort to identify, evaluate, and protect America's historic resources.

The “*Arizona SHPO Handbook for preparing a National Register Nomination*” was created in order to provide an overview of information for anyone interested in nominating a building, site, district, structure or object for listing in the National Register of Historic Places.

The process for listing in the National Register is presented here in 5 distinct phases. The process can be complex and involve considerable time and effort to complete, even with recommended professional help.

Please contact the State Historic Preservation Office at 602.542.4009 for further information.

Sincerely,

Vivia Strang
National Register Coordinator
State Historic Preservation Office
AZ State Parks

VS:vs

**ARIZONA SHPO HANDBOOK
FOR PREPARING A
NATIONAL REGISTER NOMINATION**

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NATIONAL REGISTER OF HISTORIC PLACES

INTRODUCTION

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

FAST FACTS

- *The more than 80,000 properties listed in the National Register represent 1.4 million individual resources – buildings, sites, districts, structures, and objects*
- *Almost every county in the United States has at least one place listed in the National Register of Historic Places*
- *Listing in the National Register is the first step towards eligibility for National Park Service-administered federal preservation tax credits*

THE NATIONAL REGISTER & YOUR COMMUNITY

Listing in the National Register helps preserve listed properties in the following ways:

- *Federal preservation grants for planning and rehabilitation*
- *Federal investment tax credits*
- *Preservation easements to nonprofit organizations*
- *International Building Code fire and life safety code alternatives*
- *Arizona State Tax Program*
- *The Advisory Council on Historic Preservation becomes involved when a Federal agency project may affect a historic property*
- *Nominations become part of the National Register Archives, a public, searchable database that provides a wealth of research information.*

<i>The National Register Does...</i>	<i>The National Register Does Not...</i>
<ul style="list-style-type: none"> ★ Identify significant buildings, structures, sites, objects and districts according to the National Register. ★ Encourage the preservation of historic properties by documenting their significance. ★ Provide information about historic resources for planning purposes. ★ Facilitate the review of federally funded, licensed, or permitted projects to determine their effects on historic properties. ★ Assist state government agencies in determining whether their projects will affect historic properties. ★ Make owners of historic properties eligible to apply for federal grants for historic preservation projects. ★ Provide federal and state tax benefits to owners of taxable historic properties if they maintain their properties according to preservation standards. ★ Allow consideration of fire and life safety code compliance alternatives when rehabilitating historic buildings. ★ List properties only if they meet the National Register criteria for evaluation. 	<ul style="list-style-type: none"> ★ Provide a marker or plaque for registered properties (property owners may obtain markers or plaques at their own expense.) ★ Restrict the rights of private property owners or require that properties be maintained, repaired or restored. ★ Automatically invoke local historic district zoning or local landmark designation. ★ Stop federally assisted government projects. ★ Stop state assisted development projects. ★ Guarantee that grant funds will be available for all properties or projects. ★ Require property owners to follow preservation standards when working on their properties, unless they wish to qualify for tax benefits. ★ Mandate that special consideration be given to compliance with life safety and fire codes. ★ List individual properties if the owner objects, or districts if the majority of property owners object.

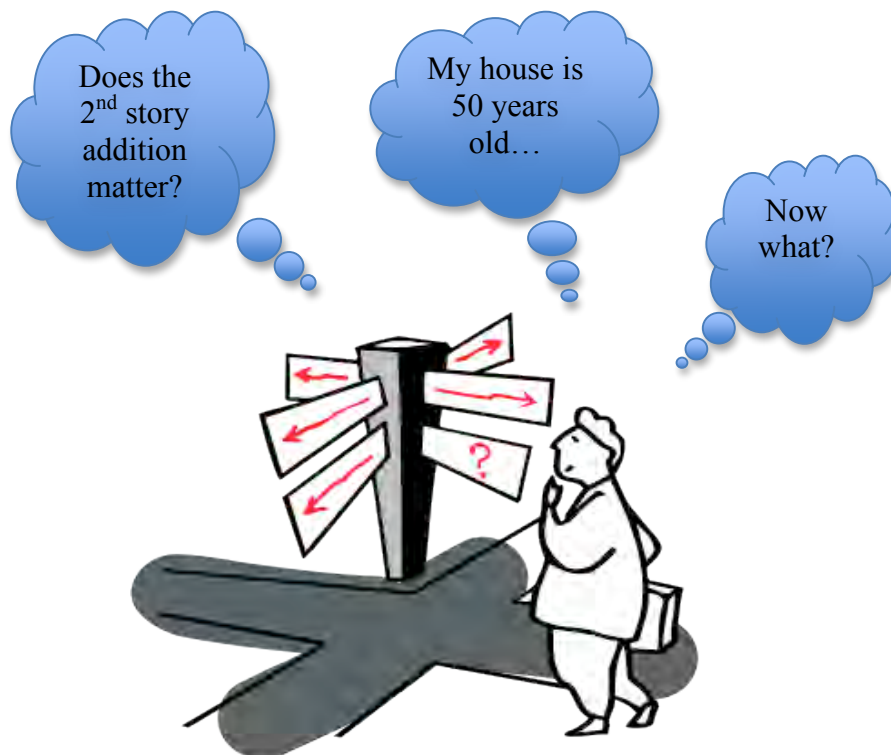
BEGINNING THE NATIONAL REGISTER OF HISTORIC PLACES NOMINATION PROCESS

There are several responsible parties involved in the nomination process, first and foremost is the individual or group interested in the protection of a historic property. This might be an individual property owner seeking recognition of the property's value and ways to preserve it. It could be groups such as neighborhood associations or local governments looking at collections of historic properties in order to create historic districts. These primary parties have the responsibility of researching the background of the property, preparing and submitting the National Register Nomination and an Arizona Historic Property Inventory Form for each property in a district.

The **first step** in the nomination process is to identify whether a particular property is eligible for listing. The National Register has a set of standards or criteria that define what it means for a property to be deemed "historic."

Initial identification of a property usually occurs in one of two ways:

1. The SHPO and other agencies around the state regularly engage in surveys of historic cultural resources. These surveys identify properties and evaluate them under the National Register criteria.
2. Many areas of the state have not been surveyed. This means the primary party is responsible for gathering information so the property can be evaluated. This is done by completing a Recommendation for Preliminary Eligibility (ROPE) and submitting it to the Arizona State Historic Preservation Office (SHPO).



STEP 1:

**IDENTIFICATION
AND
RECOMMENDATION OF
PRELIMINARY ELIGIBILITY
(ROPE) APPLICATION**



*Temple Beth Israel - Phoenix, Maricopa, AZ
Listed in the National Register of Historic Places 2/22/11*

STEP 1: IDENTIFICATION AND RECOMMENDATION OF PRELIMINARY ELIGIBILITY (ROPE) APPLICATION

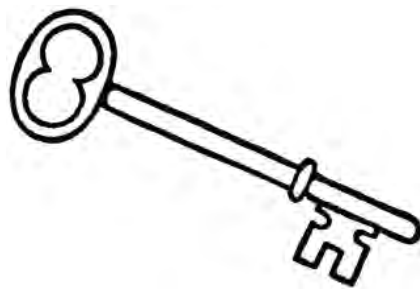
Is my property eligible for listing on the State and National Register of Historic Places?



Each state SHPO administers the National Register program for their state and each SHPO may have a different process for submitting proposed nominations to the National Register of Historic Places. The Arizona SHPO is continually revising and updating the process for efficiency and clarity. Information about the National Register in Arizona including forms and guidance material is available on our website: www.azstateparks.com/SHPO/nationalregister.html

The National Register of Historic Places establishes a uniform standard for evaluating and documenting historical places that are worthy of preservation. In Arizona the process for listing a property or district in the National Register begins with the State Historic Preservation Office (SHPO).

Being listed in the National Register of Historic Places helps preserve historic properties. It provides formal recognition of a property's historical, architectural, or archaeological significance based on national standards used in every state.



Step 1 is key to successfully listing a property in the National Register of Historic Places. A **RECOMMENDATION OF PRELIMINARY ELIGIBILITY (ROPE) APPLICATION** for the property should be completed and submitted to the Arizona SHPO for review.

To be eligible for listing in the National Register, a property must meet the National Register Criteria for Evaluation. This process allows a thorough review of the property and why it should be considered historic and worthy of preservation.



“Historic property” is a general term for historic places listed in the National Register of Historic Places (NRHP). Refer to Bulletin 16 for additional information.

For the purpose of determination in a National Register Nomination (NRN), a PROPERTY is a building, house, school, or courthouse:



Arivaca Schoolhouse - Arivaca, Pima, AZ
Listed in the National Register of Historic Places 4/16/12

The Arivaca Schoolhouse was built in 1879 and may be the oldest schoolhouse still standing in Arizona.

The Schoolhouse was in regular use for 74 years, 1879-1953.

Today it is used for community events and a polling place.

For the purpose of determination in a NRN a SITE is a cemetery or battlefield:



***Henry Wickenburg Pioneer Cemetery - Wickenburg, Maricopa, AZ
Listed in the National Register of Historic Place on 4/4/11***

Established in 1902 by Henry Wickenburg, founding Father of the Town of Wickenburg. Wickenburg and other early Arizona pioneers are buried in the cemetery and are associated with the founding of the Town of Wickenburg.

For the purpose of determination in a NRN a STRUCTURE is a bridge, tunnel, or bandstand:



***Canyon Diablo Bridge – Coconino County, AZ
Listed in the National Register of Historic Places on 9/30/1988
Abandoned grade of US 66 over Diablo Canyon***

For the purpose of determination in a NRN an OBJECT is a monument, fountain, or sculpture:



Hi Jolly Monument - Quartzsite, LaPaz, AZ

Listed in the National Register of Historic Places on 2/28/11

The Hi Jolly Monument was constructed in 1935. It is pyramidal in shape, nine feet by nine feet at its base and eight feet high, constructed of stone and concrete, with an attached bronze plaque and topped with a decorative steel silhouette of a camel.

NATIONAL REGISTER CRITERIA

Historic properties listed in the National Register must have historic significance and integrity. Significance is defined by the National Register Criteria for Evaluation. A property must meet at least one of the four National Register Criteria:

CRITERIA:

- Criteria A: Be associated with events, activities, or developments that were important in the past; or
- Criteria B: Be associated with the lives of people who were important in the past; or
- Criteria C: Be significant in the areas of architectural history, landscape history, or engineering; or
- Criteria D: Have the potential to yield information through archaeological investigation that would answer questions about our past.

These criteria require that a property be old enough to be considered historic (generally at least 50 years old) and it still looks much the way it was in the past. If the original owner were to return to the property would they recognize it?

Certain kinds of properties, such as moved or reconstructed buildings, are generally not eligible for National Register listing; exceptions are made if these properties meet special criteria.

Alterations to the property must meet the Secretary of the Interior's Standards for Rehabilitation. Recommendation for Preliminary Eligibility (ROPE) projects are subject to review by the State Historic Preservation Office (SHPO) to ensure compliance with the Secretary of the Interior's Standards.

Integrity is the ability of a property to convey its significance through its location, design, setting, materials, workmanship, feeling, and association. In short:

INTEGRITY = RETAINS HISTORIC CHARACTER

RECOMMENDATION OF PRELIMINARY ELIGIBILITY (ROPE) APPLICATION PROCESS:

To assist a property owner in determining whether the historic property has historic significance and integrity and might qualify for listing in the National Register the AZ SHPO requests that preliminary information be sent on a completed **RECOMMENDATION OF PRELIMINARY ELIGIBILITY (ROPE) APPLICATION** form.

Complete and submit the ROPE application and supporting documents using hard copy format with clear, well-focused, well-lit photographs printed on photograph paper. At this time, our email server does not allow for large files so we are unable to electronically review preliminary information.

Send completed ROPE application and documentation to:

**State Historic Preservation Office (SHPO)
National Register Program
300 West Washington Street
Phoenix AZ 85007**

Authorized personnel of the SHPO will convey the final recommendations of the ROPE to applicants only in writing. The decisions by SHPO with respect to preliminary eligibility properties are made on the basis of the descriptions in the application form. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications) the ROPE application may be returned or a negative recommendation could be made.

Secretary of the Interior's Standards for Rehabilitation

The following Standards are to be applied to specific projects in a reasonable manner, taking into consideration economic and technical feasibility. Applications are subject to review by the State Historic Preservation Office (SHPO) to ensure compliance with the Secretary of the Interior's Standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**STEP 2:
PREPARATION
OF
NATIONAL REGISTER
NOMINATION
(NRN)**



*Ghost Ranch Lodge – Tucson, Pima, AZ
Listed in the National Register of Historic Places on 5/30/12*

STEP 2: PREPARATION OF THE NATIONAL REGISTER NOMINATION (NRN)

- A. The property proponent will submit a completed National Register of Historic Places Registration Form (Form 10-900).*
- B. Include all required items listed on the SHPO NRN Checklist.*
- C. The SHPO staff will assess the completed NRN for historic accuracy and technical merit.*
- D. Editorial comments and requests for revisions may be made by SHPO staff at this time to either clarify or strengthen the nomination.*
- E. Schedule for HSRC review.*

After SHPO has completed the ROPE review and determined that the historic property to be potentially eligible for listing in the National Register of Historic Places, it is the responsibility of the primary party to facilitate the preparation of the National Register Nomination packet.

The Arizona State Historic Preservation Office cannot recommend the services of an individual or firm. However, a list of Preservation Consultants is available on the SHPO website. This is a self-nominating list and does not represent an endorsement, recommendation, evaluation or assumption of responsibility for the quality of work of any consultant. There is no representation implicit or implied that any work product produced by those on the list will meet federal or state requirements or that the information provided by the consultant is accurate – it is made available as provided.

To assist in finding and selecting a preservation consultant the following guidance is offered:

- *Contact at least three consultants, check their references with previous clients, and inquire as to the consultant's familiarity with the Secretary of the Interior's Standards for the Treatment of Historic Properties as part of the user's own individual investigation and judgment regarding the reputation, cost, and quality of any particular individual or firm listed.*
- *As a self-nominating list, the only requirement for inclusion is a request to be on the list. Therefore, a consultant not listed should not necessarily be excluded from consideration.*

When a NRN is submitted, SHPO staff assesses it for historical accuracy and technical merit to see if it meets the National Register criteria. The SHPO staff works closely with the preparers, administrators, and managers to provide ample opportunity for comment and interaction. If the property does not meet the criteria for evaluation, or if its physical integrity is compromised, the nomination packet is returned to the preparer with an explanation of why the property does not appear to meet the criteria. Editorial comments and requests for revision may be made by SHPO staff at this time to either clarify or strengthen the nomination. The accepted NRN is scheduled for the next available HSRC meeting. The Certified Local Government (CLG) participates in the NRN process by reviewing all nominations of properties in their jurisdictions.



Arizona State Historic Preservation Office (SHPO)
National Register Nomination Checklist (Revised for 2013)

National Register Nomination (NRN) property/resource:

NRN preparer and contact information:

Preparer should not submit NRN packets unless they have self-checked each applicable item.

Incomplete NRN packets will be returned to the preparer.

SHPO	PREPARER	ITEM
NATIONAL REGISTER OF HISTORIC PLACES NOMINATION		
		Two printed copies of completed National Register of Historic Places Registration Form NPS Form 10-900 (2013 version). <i>[Do not create a cover or bind NRN].</i>
		One labeled/dated archival disc of complete NRN in Word format.
Section 7 (Bulletin 16a pages 24-34)		
		Materials – replaced 4 fields (roof, walls, foundation, and other) with just 1 “principle exterior materials of the property.”
		Summary paragraph that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.
		Narrative description of property, describe the historic and current physical appearance and condition of the property.
Section 8 (Bulletin 16a pages 35-51)		
		Summary paragraph includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.
		Narrative Statement of Significance, provide at least one paragraph for each area of significance.
Section 9 (Bulletin 16a pages 52-53)		
		Bibliography – cite the books, articles, and other sources used in preparing this form.
Section 10 (Bulletin 16a pages 54-58)		
		Use UTM system or latitude longitude coordinates. <i>(See Draft Electronic Map Policy Factsheet).</i>
		Verbal boundary description.
		Boundary justification.
ADDITIONAL DOCUMENTATION (Bulletin 16a pages 60-65)		
		Copy of signed Historic Preliminary Certification determining preliminary eligibility.
		Continuation Sheets using proper format only if applicable (i.e. figures).
		Two USGS maps or equivalent. In pencil draw an arrow showing the location of property on map and CLEARLY label property name on Map. <i>(Refer to Electronic Map Policy Factsheet.)</i>
		Two Sketch maps for Historic Districts.
		Two site plans of the property, including: 1. North arrow 2. Photo references keyed to the plan 3. Major streets and landmarks 4. Outline of all buildings and other features included in the property count 5. All resource counts in the registration form and on maps agree
PHOTOGRAPHS (See National Register Photo Policy)		
		Two sets of TIFF photos, 4x6, 300 dpi labeled in pencil on backside.
		One archival disc containing only TIFF photos and labeled per photo policy.
		Do Not embed photos or figures in narrative portion of the NRN. <i>(Current pictures are considered photos include on photo log; historic pictures are considered figures and should be listed on figure log).</i>
INVENTORY FORMS		
		One complete set of inventory forms for Historic District.
		One archival disc of completed inventory forms for Historic District.

Should you have questions regarding this form or nominations in general, please contact
Vivia Strang, National Register Coordinator, at vstrang@azstateparks.gov or 602.542.4662.

National Register Nominations Substantive Review

Section 1. Name of Property

- ☐ Does the property name accurately reflect *historic* ownership?

Section 7. Description

- ☐ Does the descriptive narrative accurately reflect the boxes checked?
- ☐ Are the important features of the property identified in the Description Section, including site, date, materials, style, size, roof shape, story, plan, windows, foundation, details and interior?
- ☐ Does the Description include information about the setting, environment, and or surrounding buildings?
- ☐ Is the Description clear and complete? If the property has been altered, is the difference between the original (or historic) and the current condition and appearance clear?
- ☐ Does the Description convey the significant qualities of the property? Through what features? Do these features retain integrity?
- ☐ Have contributing and noncontributing features been identified?
- ☐ Have alterations (if any) been adequately described? Has the evaluation of their impact on the integrity been made? Have alterations been evaluated regarding significance that may have accrued over time?

Section 8. Statement of Significance

- ☐ Does the narrative clearly represent and convey the period of significance checked? Has the period(s) been justified in the Statement of Significance?

Section 8. Statement of Significance (continued)

- ☐ Does the specific date or date range reflect the property's period of historic significance?
- ☐ Do the Areas of Significance reflect the significance of the property, not just its function?
- ☐ Is the Statement of Significance written in a clear and complete manner?
- ☐ Have all applicable criteria been identified and documented within the Statement of Significance?
- ☐ Are any criteria exceptions (if applicable) justified according to their specific requirements?
- ☐ Does the context in which the property has been evaluated as significant justify the local, state, or national level of significance chosen for the property?
- ☐ Does the integrity relate to the overall property, not its features and part?

Section 9. Major Bibliographic References

- ☐ Is there evidence that the bibliographic sources noted have been used in the preparation of the Statement of Significance (footnotes for example)?

Section 10. Geographical Data

- ☐ Have the boundaries been drawn to include all features directly related to the significance of the property?
- ☐ Have the boundaries and the acreage been justified?
- ☐ Is the proper level of significance checked?

**STEP 3:
HISTORIC SITES REVIEW
COMMITTEE
(HSRC)**

**Membership
National Register Nomination Review
Public Meeting**



*Eisendrath House – Tempe, Maricopa, AZ
Listed in the National Register of Historic Places on 4/20/11*

Step 3: HISTORIC SITES REVIEW COMMITTEE (HSRC)

The Historic Sites Review Committee (HSRC) is Arizona's official National Register of Historic Places Review Board as mandated by the National Historic Preservation Act of 1966, as amended (36 CFE § 60.3) and is a statutory standing committee of the Arizona Historical Advisory Commission (AHAC) as mandated by the Arizona State Historic Preservation Act of 1982, as amended (A.R.S. §41-151.20 sub. D).

The HSRC's evaluation of National Register nominations seeks to determine whether the registration form demonstrates that the property meets the National Register Criteria for Evaluation. The HSRC makes a recommendation to the State Historic Preservation Officer to approve or disapprove the nomination.

- The HSRC members represent a variety of knowledge, expertise, and interest in the fields related to history, prehistoric and historic archaeology, and architectural history or architecture. At least five persons must be considered professionals in these fields.
- The State Historic Preservation Officer shall appoint nine committee members for staggered terms of three years ending on July 1.
- The HSRC meets approximately three times per year in a public meeting. The Committee assists the State Historic Preservation Officer in reviewing National Register Nominations and provides recommendations for nominating properties to the National and State Registers of Historic Places.
- The HSRC may nominate the property, suggest revisions to the NRN, or recommend that the property not be nominated. The Committee's recommendations are taken into consideration when the State Historic Preservation Officer makes a determination to nominate or not nominate the property to the National Register of Historic Places.



STEP 4:

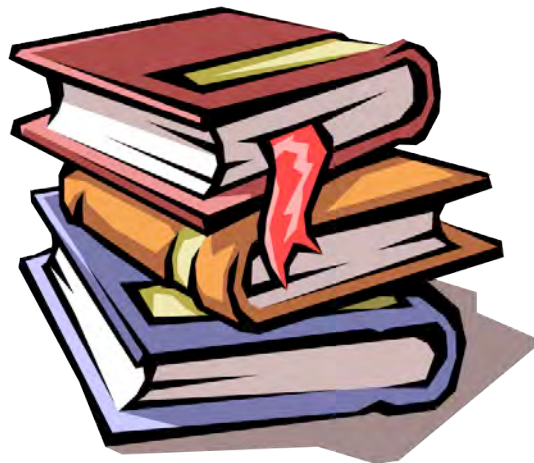
**STATE HISTORIC PRESERVATION
OFFICER NOMINATES**



*Moeur House – Tempe, Maricopa, AZ
Listed in the National Register of Historic Places on 5/30/12*

STEP 4: STATE HISTORIC PRESERVATION OFFICER NOMINATES

- A. National Register nomination comments made during the review process are taken into consideration for the submission of the NRN to the National Park's Service (NPS) Secretary of the Interior's Office.
- B. During the final preparation of the NRN the SHPO staff may choose to make minor editorial revisions and/or request that the preparer revise the nomination to include the recommended changes.
- C. The finalized NRN copy is presented to the State Historic Preservation Officer for signature.
- D. The SHPO officially nominates a property by signing the nomination form.
- E. The signed 1099 form is sent to NPS along with any supporting documentation.
- F. The decision of the SHPO to nominate (or not to nominate) may be appealed to NPS.
 - National Register regulations (36 CFR Part 60.12) allow anyone to appeal the failure or refusal of a nominating authority to nominate a property for any reason when requested to do so, or upon failure of a SHPO to nominate a property recommended by the State Review Board. The NPS will review all pertinent documentation relating to the property subject to the appeal.



STEP 5:
SECRETARY OF THE INTERIOR
(KEEPER'S OFFICE)

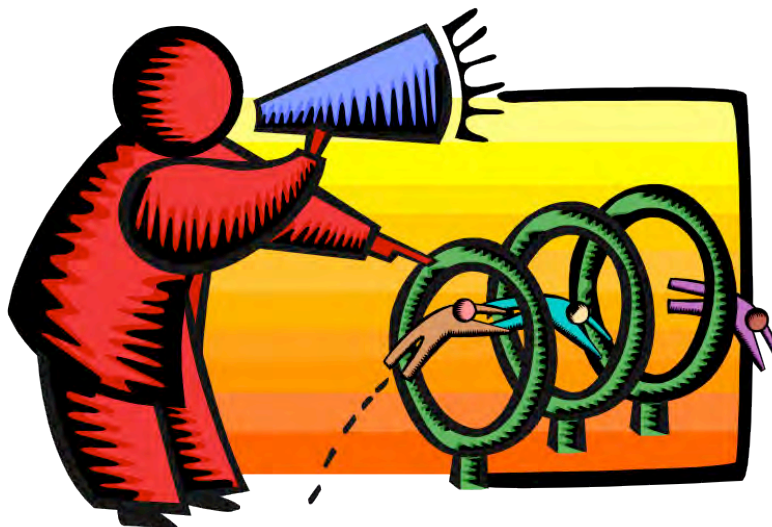
NOMINATED PROPERTY LISTED
IN THE
NATIONAL REGISTER
OF
HISTORIC PLACES



Chapel of the Holy Cross – Sedona, Yavapai, AZ
Listed in the National Register of Historic Places on 4/8/11

STEP 5: LISTING IN THE NATIONAL REGISTER

- A. The NPS, Secretary of the Interior's National Register Office (Keeper's Office) in Washington D.C. reviews the National Register Nomination (45 days to review).
1. If approved, the Keeper will list the historic property in the National Register of Historic Places.
 2. The Keeper may return the nomination for additional information from the SHPO.
 3. The Keeper's Office may reject the property as not eligible for listing in the National Register of Historic Places and return the entire NRN.
- B. Nominated property is approved and listed in the National Register of Historic Places:
1. Keeper's Office notifies SHPO of the property listing and date of listing.
 2. SHPO staff sends out letters to the property owner(s), preparer, and local officials.
- C. National Register Nomination property rejected for listing in NRHP:
1. Keeper notifies SHPO of determination and returns NRN packet.
 2. SHPO contacts preparer/owner of Keeper's determination.
 3. The preparer/owner chooses whether or not to continue to seek listing in the National Register of Historic Places.



NATION REGISTER

FORMS

POLICY FACTSHEETS



*Henry Wickenburg Grave – Pioneer Cemetery, Wickenburg, Maricopa, AZ
Listed in the National Register of Historic Places on 4/4/11*

National Register of Historic Places Program: Nomination Forms

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

National Register of Historic Places Program: Nomination Forms

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Bulletins and Brochures / NR Forms /Policy clarification and Guidance/ Books and Videos

Nomination Forms

Note: Individuals completing the National Register of Historic Places form should first contact their appropriate **State Historic Preservation Office (SHPO)**. For more information on the National Register listing process, [click here](#).

Forms

National Register of Historic Places Registration Form 10-900, 10-900a (continuation sheet for 10-900), and 10-900b (Multiple Property Documentation Form).

Individuals should contact their **State Historic Preservation Office** before downloading these forms.

- [Form 10-900 - Microsoft Word version](#)
- [Form 10-900a - Microsoft Word version](#)
- [Form 10-900b - Microsoft Word version](#)

Some Mac users have had some problems with the .doc format. If this is the case, we can provide the form in .docx format. Please e-mail a request to Jeff Joeckel - jeff_joeckel@nps.gov

National Register Review Checklists: items we look for when we review each nomination.
[Technical Review Checklist](#) / [Substantive Checklist](#)

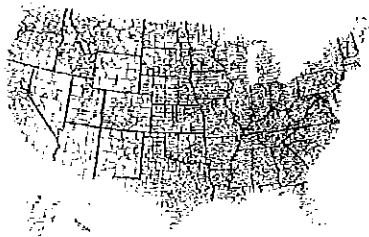
Our new forms have been approved by OMB. These forms were introduced in April, and have now been accepted.

Summary of Changes:

- accept lat/long coordinates
- easier formatting
- allows an alternative to the USGS map.

For a complete rundown of the changes, see our [webinar recording from April](#)

[Draft GIS Map Guidance](#) (word document)



July 19th GIS webinar recording: Using GIS for Latitude & Longitude Coordinates for NR

This webinar covered the use of on-line mapping programs to determine latitude and longitude coordinates in lieu of UTM references for National Register nominations. The webinar will provide step-by-step guidance on the use of Google Earth, BING Maps, ArcGIS Explorer, and a true ArcGIS application.

[Draft GIS Map Guidance](#) (word document)

For the 2012 form we have modified form 10-900, but it still follows the basic directions from NR Bulletin [How to Complete the National Register Registration Form bulletin](#) (formerly known as bulletin 16A). Now both Sections 7 and 8 provide space for summary paragraphs as described in 16A. The narrative description and statement of significance text spaces are continuous (with automatic page numbering), eliminating the need for continuation sheets. For a complete rundown of the changes you can see the recording of our [April 12 webinar discussing the form](#).

We have added space for lat/long coordinates. We have issued a [draft of GIS guidance](#) to help. We also have a recorded webinar on how to use free mapping software to fill in this section. Look at the July 19th webinar on our [past webinars](#) page.

If you prefer to use continuation sheets you can continue to do so. If you use continuation sheets please paginate as you have in the past (Section Number 7 Page 1..., Section Number 8 page 1... etc) or make sure the section is correct and set your word processor to paginate at the bottom starting with the next page after completing form 10-900 (probably page 9). To change the header on the continuation sheet, just double click in the header section.

For any comments or questions on how to fill in the form(s) please contact the [reviewer for your state](#). For comments and question on how the form looks: typos, margins, difficulties with word processing software, etc., please contact Jeff Joeckel - jeff_joeckel@nps.gov

2012 National Register Form Revisions – Discussion points used for April 2012 NR Webinars

Every three years, the National Register nomination forms, 10-900, 10-900a, and 10-900b, are renewed by the Office of Management and Budget (OMB). It is at this time that any revisions are made based on feedback received from the Federal Register notification, SHPOs, NR staff, consultants, and others. These comments, along with initiatives established by OMB, are used to update our forms.

Some of OMB's guiding regulations include:

- Paperwork Reduction and Elimination Acts
- Privacy Provisions
- Information Collection Program Requirements

We have submitted revised forms to OMB and expect final approval sometime in June, 2012. Note: Any nominations currently "in the pipeline" are still acceptable.

Revisions to the current form

Geographic Data:

In response to comments from state offices and preparers we are, on a trial basis, allowing for equivalent substitutes to the USGS map requirement. In conjunction with accepting map substitutes from such sources as Google Earth, Bing Maps, and ArcGIS Explorer, we are also accepting latitude/longitude coordinates (as opposed to UTM coordinates) as an option for geographic data. However, USGS maps and UTM coordinates are still an option and can be used instead.

Owner Information:

To comply with OMB's directive to reduce the amount of Personally Identifiable Information (PII) collected from the public, we have deleted the "Owner Information" section. This information, used for notification purposes by the SHPOs, is not needed by NPS as part of the nomination materials.

The following changes were made to reduce the burden on the preparer by making the form easier to fill out, providing clearer instructions, and reducing the amount of information required.

Overall formatting:

- One of our goals is reducing the amount of formatting contained in the document. We reduced the number of columns, boxes, and different font sizes. While this makes the form a few pages longer, it should be easier to fill out and enables crossing between newer and older versions of word processing programs.
- Header:
 - deleted the expiration date.
 - The section number has been moved to the footer, so the header only has to be filled in once.

- Footer: the footer area includes the section number and page number. The footer will appear as: "Section 7, page 12" or "Section 8, page 23."
 - a. Page numbering: goes from page 1 through the end. The pagination doesn't restart numbering for section 7, then start with number 1 again for section 8, etc.

Changes by section:

Section 1:

- a. Moved the "Name of related multiple property listing" here instead of Section 5.

Section 2:

- a. State code – deleted
- b. County code – deleted
- c. Zip code - deleted

Section 3:

- a. Added a line for the Applicable Criteria A, B, C, and/or D. Putting this on the first page immediately tells the reader why the property is significant. The same information is still required in Section 8.

Section 7:

- a. Materials – Replaced four fields (roof, walls, foundation, and other) with just one "Principle exterior materials of the property." Originally, this section was included to help with a Congressionally-mandated acid rain study, but was never utilized. We are keeping the "principle materials" to help with searches for topics like, "Stone," "Adobe," or "Cast iron."

- b. Clarified the **Narrative Description** instructions. Instructions now read:

(Describe the historic and current physical appearance and condition of the property. If applicable, describe contributing and noncontributing resources. Begin with a summary paragraph that briefly describes the general characteristics of the property, **such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity**).

- c. Redacting. We request that the preparer make a notification in the text of locations and materials that are sensitive and should not be released to the public.

Section 8:

- a. Clarified the summary paragraph instructions. Instructions now read:

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, **justification for the period of significance, and any applicable criteria considerations.**)

b. Deleted the heading: "Developmental history/additional information (if appropriate)." This information should be included in the Statement of Significance narrative.

Section 10: (the biggest change)

- a. Added "Use either UTM system or latitude longitude coordinates.
- b. Added NAD 1927 and NAD 1983 Datum fields to the UTM section.
- c. Added Latitude/Longitude Coordinates section.
- d. Added "Datum if other than WGS84" for the lat/longs.

Additional Documentation:

- Photographs.
 - a. Clarified the instructions from: "The size of each image must be 1600X1200 pixels..." to **"Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph."**
 - b. Labeled the credit lines as "Photo Log." Note: the photo log is also in a rolling text format.
- Property owner.
 - a. Removed property owner information. In response to an OMB directive to reduce the amount of Personally Identifiable Information (PII), we are deleting this section.
- Maps.
 - a. Changed "A USGS map" to **"A USGS map or equivalent."**

=====

Options. In order to reduce the public burden of filling out these forms, we are implementing these changes as options:

- a. Over the last three years, the form has allowed "continuous typing" or "rolling text" particularly useful in Section 7 and Section 8 of the nomination form. Some are still unaware that this is available. This means, the form automatically

goes to the next page and adds the header and footer as needed and eliminates the need to jump to a continuation sheet. This rolling format will remain. However, if preferred, the preparer can still use continuation sheets for additional text.

b. If desired, the preparer can still submit UTM coordinates and USGS maps.

=====

We look forward to a collaborative effort on these options and any future revisions. Over the next three years, we will be conducting various webinars to seek input on major changes to the form as we work towards not only updating and revising data categories but providing an easier format to electronically complete and submit National Register documentation.

You may submit all of the information: form, photographs, and maps on a CD as you have with digital photographs. If you do submit the form on CD, we still request a paper version.

The NR Continuation Sheet Form (10-900a) and the Multiple Property Documentation Form (10-900b) remain the same.

While we have submitted the revised forms to OMB for approval, we welcome your comments and will consider these ideas for the next renewal. Please direct any comments regarding the current revised form to: Paul Loether at Paul_Loether@nps.gov.

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: _____

Other names/site number: _____

Name of related multiple property listing: _____

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: _____

City or town: _____ State: _____ County: _____

Not For Publication: ☐ Vicinity: ☐

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this ___ nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property ___ meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___ national ___ statewide ___ local

Applicable National Register Criteria:

___ A ___ B ___ C ___ D

Signature of certifying official/Title:

Date

State or Federal agency/bureau or Tribal Government

In my opinion, the property ___ meets ___ does not meet the National Register criteria.

Signature of commenting official:

Date

Title :

State or Federal agency/bureau
or Tribal Government

Name of Property _____

County and State _____

4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register
☐ determined eligible for the National Register
☐ determined not eligible for the National Register
☐ removed from the National Register
☐ other (explain:) _____

Signature of the Keeper _____

Date of Action _____

5. Classification

Ownership of Property

(Check as many boxes as apply.)

Private: ☐

Public – Local ☐

Public – State ☐

Public – Federal ☐

Category of Property

(Check only **one** box.)

Building(s) ☐

District ☐

Site ☐

Structure ☐

Object ☐

Name of Property _____

County and State _____

Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing

Noncontributing

buildings

sites

structures

objects

Total

Number of contributing resources previously listed in the National Register _____

6. Function or Use

Historic Functions

(Enter categories from instructions.)

Current Functions

(Enter categories from instructions.)

Name of Property

County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

Materials: (enter categories from instructions.)

Principal exterior materials of the property: _____

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Name of Property

County and State

Narrative Description

Name of Property

County and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☐ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☐ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☐ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

Name of Property

County and State

Areas of Significance

(Enter categories from instructions.)

Period of Significance

Significant Dates

Significant Person

(Complete only if Criterion B is marked above.)

Cultural Affiliation

Architect/Builder

Name of Property

County and State

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Narrative Statement of Significance (Provide at least one paragraph for each area of significance.)

Name of Property _____

County and State _____

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # _____
- ☐ recorded by Historic American Engineering Record # _____
- ☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- ☐ State Historic Preservation Office
- ☐ Other State agency
- ☐ Federal agency
- ☐ Local government
- ☐ University
- ☐ Other
- ☐ Name of repository: _____

Historic Resources Survey Number (if assigned): _____

10. Geographical Data

Acreage of Property _____

Name of Property _____

County and State _____

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

- | | |
|--------------|------------|
| 1. Latitude: | Longitude: |
| 2. Latitude: | Longitude: |
| 3. Latitude: | Longitude: |
| 4. Latitude: | Longitude: |

Or

UTM References

Datum (indicated on USGS map):

☐ NAD 1927 or ☐ NAD 1983

- | | | |
|----------|-----------|-----------|
| 1. Zone: | Easting: | Northing: |
| 2. Zone: | Easting: | Northing: |
| 3. Zone: | Easting: | Northing: |
| 4. Zone: | Easting : | Northing: |

Verbal Boundary Description (Describe the boundaries of the property.)

Name of Property _____

County and State _____

Boundary Justification (Explain why the boundaries were selected.)

11. Form Prepared By

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____
telephone: _____
date: _____

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Name of Property _____

County and State _____

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property:

City or Vicinity:

County:

State:

Photographer:

Date Photographed:

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of ____.

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.

United States Department of the Interior
National Park Service

National Register of Historic Places
Continuation Sheet

Section number 7 Page 1

DESCRIPTION

Name of Property

County and State

Name of multiple listing (if applicable)

()

()

National Register Photo Policy Factsheet

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital **TIFFs** are preferred.

- Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

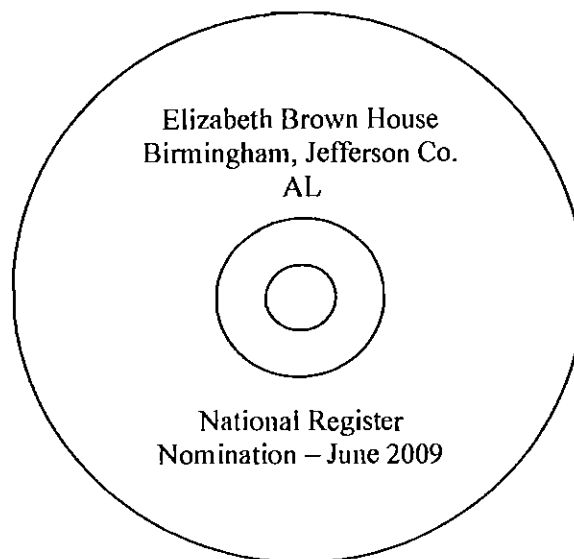
Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

- Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

- Epson Premium Glossy Paper
- Kodak Ultra Photo Premium
- HP Professional Satin Photo Paper
- Matte Epson Ultra Premium Glossy Photo Paper
- HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

- Printer Inks:

BEST: Manufacturer recommended ink for *photograph* printing

Some examples:

- Epson UltraChrome K3
- Kodak No. 10 Pigmented Inks
- HP Vivera Pigment Inks
- Epson Claria "Hi-Definition Inks"
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

Note: NPS does not endorse any particular commercial product or process. The product examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: Write the label information within the white margin on the **front** of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207
Number of Photographs: 10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

BEST:	35MM SLR Camera
Acceptable:	35MM point-and-shoot camera
Not acceptable:	Disposable Cameras

Selecting the Film

Acceptable:	35MM black/white film
Or	35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable:	Photographic paper specifically designed for black/white prints
Or	35mm black/white images printed on paper designed for <i>color</i> prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or	35mm color images printed on paper designed for <i>color</i> images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination.

As of March 1, 2010, any nominations with embedded images within the text will not be accepted and will be returned for correction.

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.

National Register Draft Electronic Map Policy Factsheet

Required:

- WGS/NAD datum
- A map that very clearly labels the property being nominated. The point or district should be instantly distinguishable from the rest of the map.
- A scale.
- A north arrow.
- Reproducibility in black and white (same standards for black and white reproducibility as a site map.)
- Decimal degrees for each point, extending to at least six decimal places.
- It can be, but does not have to be on a continuation sheet.

(Note: It is still acceptable to use hardcopy USGS maps and follow the previous map standard.)

In February and March 2012 the National Register of Historic Places held webinars in conjunction with the National Park Service, Cultural Resource GIS Facility to discuss the use of Geographic Information Systems (GIS) to help produce paper locational maps and defining coordinates for submittal with nominations. The webinars discussed the draft policy change currently being implemented by the National Register program outlining options and alternatives for submitting UTM coordinates and paper USGS quadrangle maps. The draft policy allows for the inclusion of latitude/longitude coordinates instead of or in addition to UTM coordinates. The policy also allows for the submission of computer generated locator maps instead of USGS quadrangle maps.

The webinars provided examples of three different, free, internet-based tools to acquire coordinates and generate the necessary maps. Using a full GIS software package, such as ESRI's ArcGIS, would allow for the most flexibility in generating the required paper maps or coordinates for a nomination. The expense of full GIS software however is sometimes prohibitive for casual users. The intent of the National Register GIS webinars is to offer alternatives that will produce the required maps and coordinates for a nomination, taking advantage of other available free alternatives. All of the applications discussed in the webinars can produce the required locational information for a nomination, however some function better for resources represented by a single point, while others function better for resources over 10 acres that require bounding coordinates.

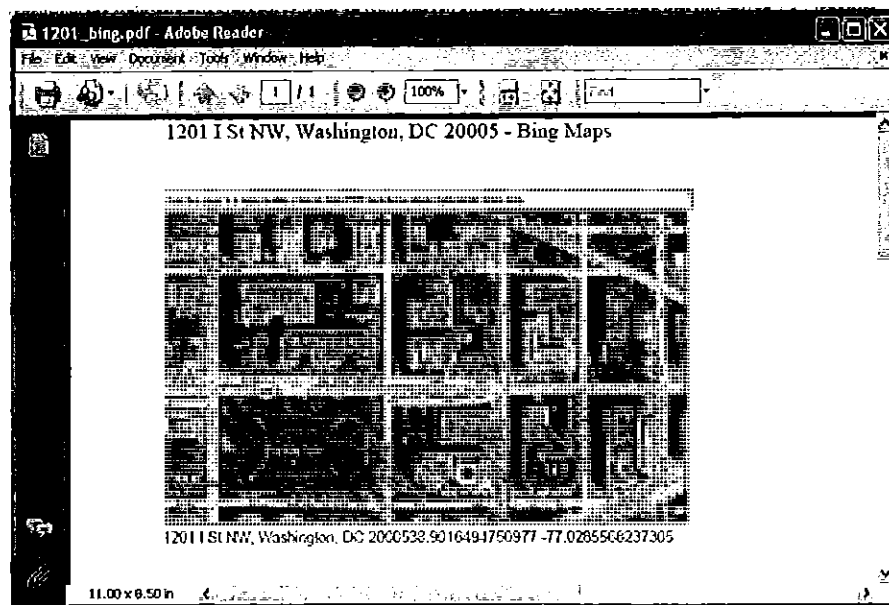
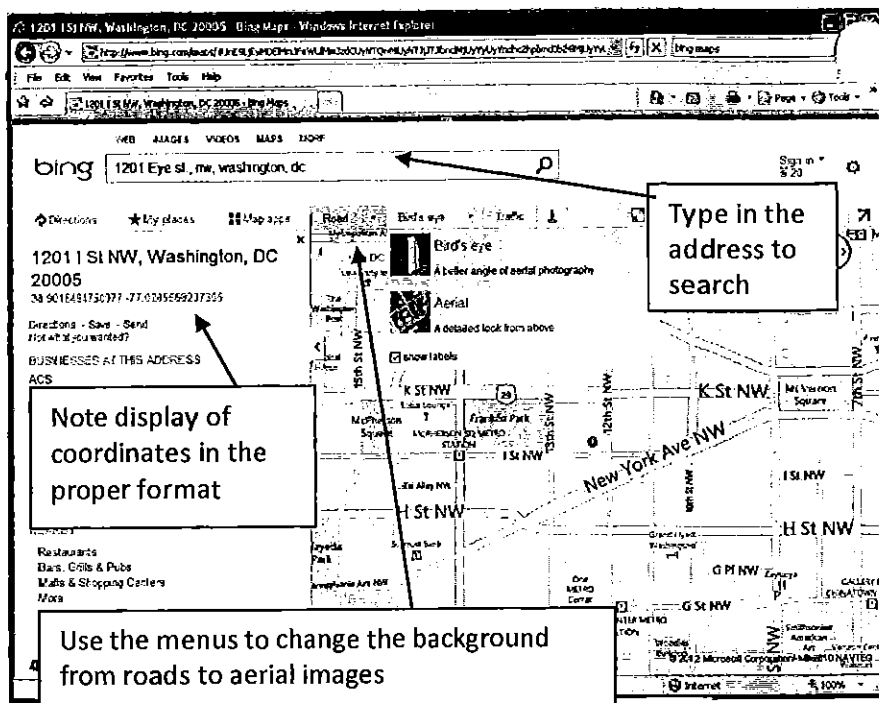
BING Maps (<http://www.bing.com/maps/>)

BING Maps, much like Google Maps, use an internet browser to provide basic street maps, navigation directions and other viewing tools. Because many users do not have administrative rights on their computers, BING Maps is a good, quick, source for generating latitude/longitude coordinates, without having to install any software or download anything. The National Register draft policy allows for the inclusion of latitude/longitude coordinates in the form of decimal degrees, or a decimal format of the typical degrees, minutes, seconds usually displayed with latitude/longitude. Storing decimal degree coordinates instead of UTM coordinates will allow the National Register program to easily view National Register sites nationwide using GIS software.

With BING Maps, typing an address into the search box at the top of the browser finds the location of the building, and displays the decimal degree coordinates associated with that location. BING Maps also allows users to add locations as points or draw boundaries, such as an historic district. These point and area locations can be saved and exported to a file format, such as a .kml or .kmz, which can be read or used by Google or other GIS software. Further, background imagery in BING can be changed from simple roads to more detailed aerial photography, helping the user to better identify an historic resource. Once the user has identified the resource of interest with either a point or a boundary, BING Maps can produce a paper map, with a scale and basic information required for a nomination locator map.

BING Maps provide basic information and functions extremely well to get coordinates for single buildings and urban resources.

Providing bounding coordinates for an area larger than 10 acres, as required for a National Register nomination, is much more difficult. BING only supplies coordinates when an address is typed into the search. Other requirements for a nomination, such as acreage for a site, can be calculated with BING Maps, however; the units of that measure cannot be changed.



From the File and Print menus, users can choose to print out a paper map directly, or print to a .pdf file. The image of your point location and the background you choose will be automatically placed on the paper, along with the decimal degree coordinates and the address that you typed in to the search box.

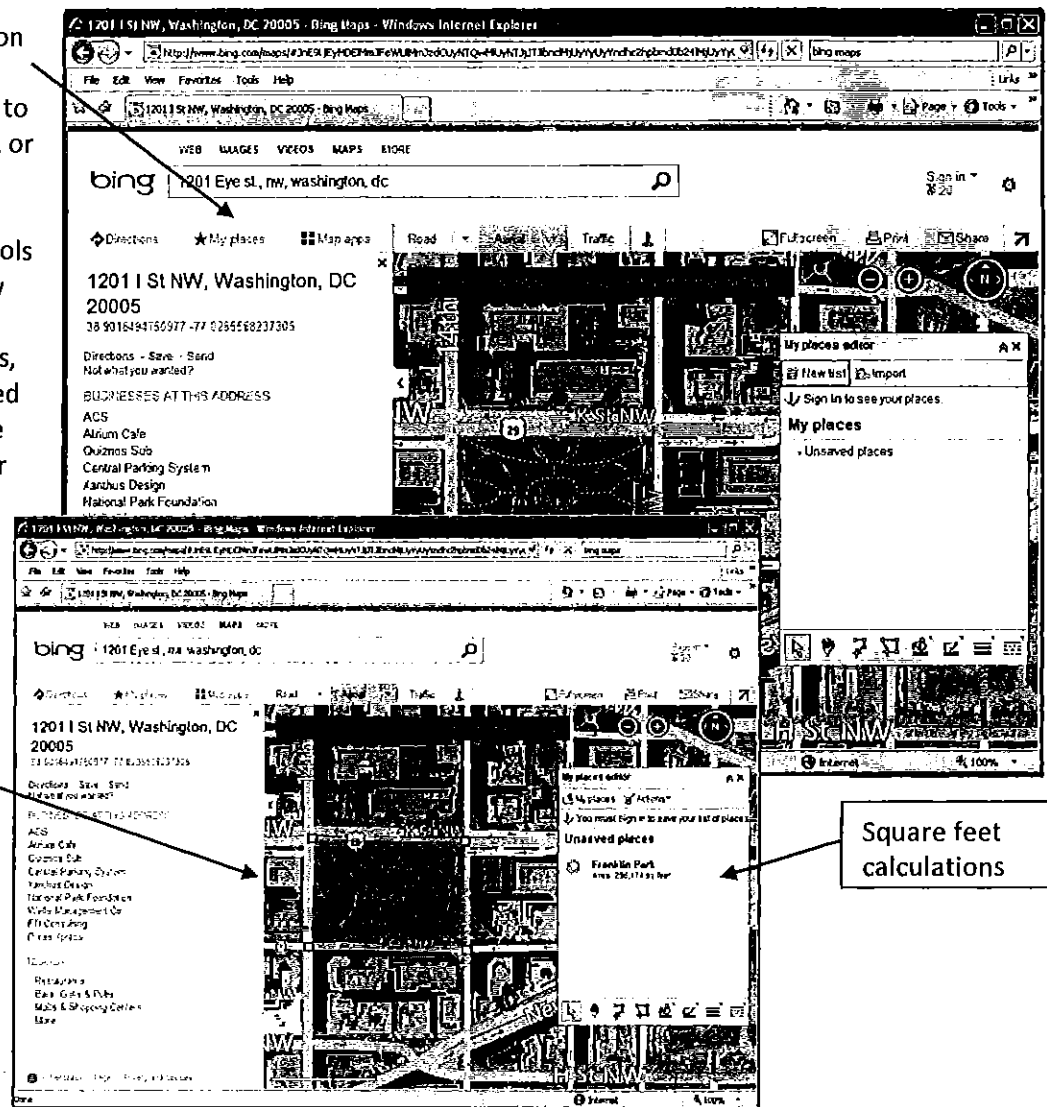
Clicking on the My Places menu option at the top of the browser will open a small dialog box that allows the user to place a push pin directly on the map, or draw an area feature.

Drawing an area feature using the tools in the My Places dialog box will allow users to define district or site boundaries and generate area figures, however, the area is always calculated in square feet. It is important to note that coordinates are not provided for the various points identified as corners when drawing the area feature. This will make it difficult to provide the bounding coordinates for an area for a National Register nomination.

Area feature

Clicking Actions and Export from the My Places dialog allows users to export the data

Google Earth



Square feet calculations

(<http://www.google.com/earth/index.html>)

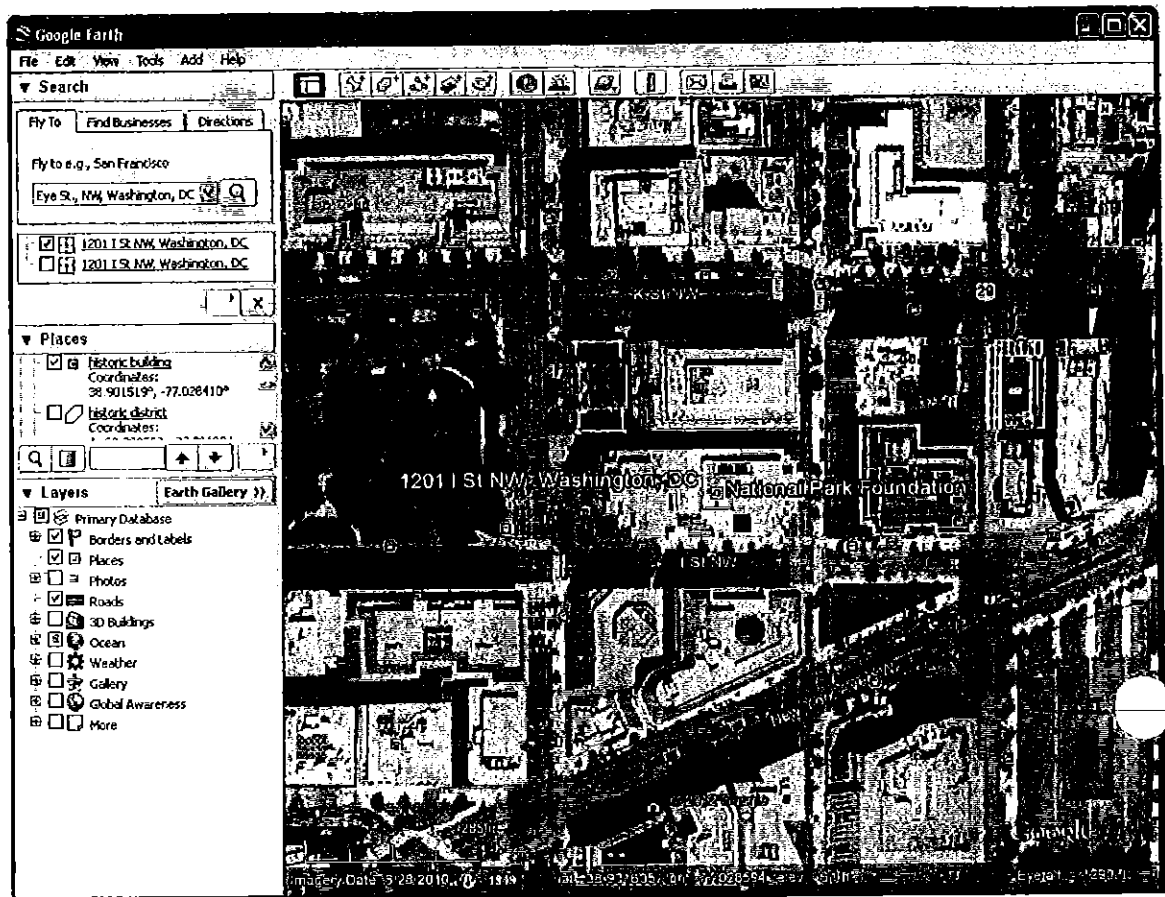
Google Earth, unlike BING Maps or Google Maps, uses an internet based application to provide aerial photographs, navigation directions, drawing tools and other geographic searching mechanisms. Google Earth is a very familiar application to many users and is relatively intuitive to use. As a separate application, it does require users to download and install the application, which can lead to problems with administrative rights. As an independent application however, it offers more flexibility than BING Maps or Google Maps, particularly in finding or generating latitude/longitude coordinates.

With Google Earth, typing an address into the search box at the top of the application window finds the location of the building. Moving the cursor on the screen updates the display with coordinates for where ever the cursor moves. Unlike BING Maps, with a static display and only a set of coordinates based on address, Google Earth constantly displays coordinate information on the screen, updating and moving with the user as the display is manipulated. Rather than generating a single latitude/longitude pair, Google Earth always indicates the coordinates of the cursor, whether the user searched for the location or is just exploring the map.

Google Earth will provide the same basic information as BING Maps or Google Maps, although it will make finding coordinates for bounding areas, contributing resources, or multiples resources much easier for the user. Simply moving the cursor to the appropriate location will generate a coordinate which can be marked on the map or copied into a document for submission to the National Register. Other requirements for a nomination, such as acreage for a site, cannot be calculated, however; paper maps are easily produced and the data can be exported as a .kml or .kmz file, like BING Maps.

Type in the address to search, or a city name, keyword, etc.

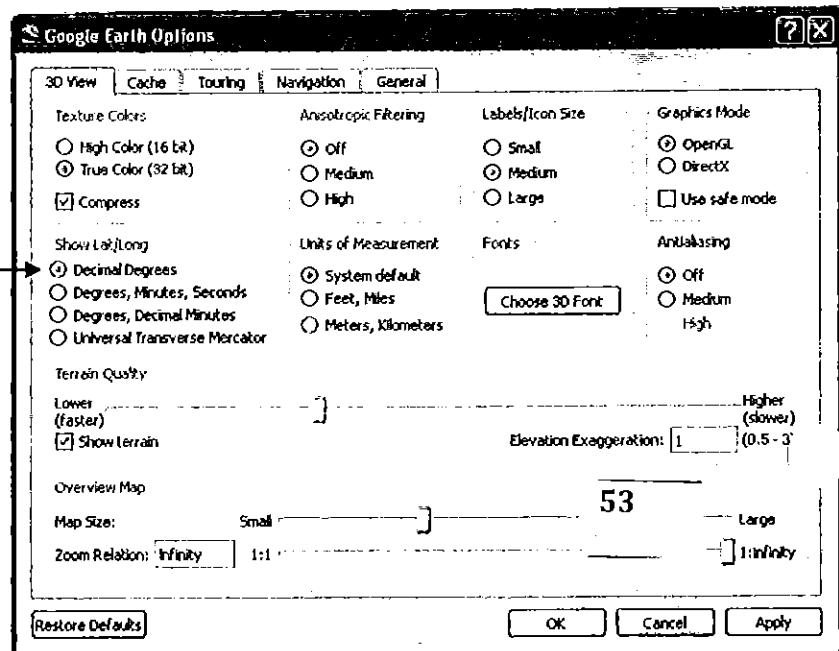
Unlike BING Maps, the background display will always be aerial photography, although historic aerial imagery can be examined also.

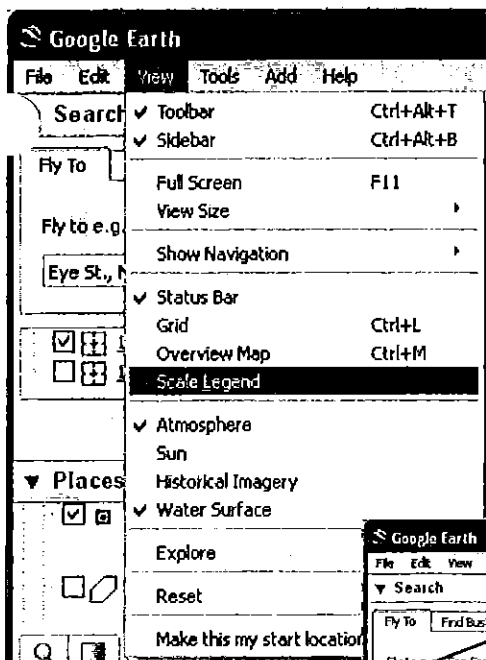


Note the display of coordinates, always on screen

Users can choose how the coordinates are displayed in the application interface, either as decimal degrees, traditional degrees/minutes/seconds or even UTM coordinates. Clicking the Tools menu and selecting Options opens a dialog box that allows the user to change coordinate systems. Select the radio button next to Decimal Degrees.

Similarly, clicking the View menu and selecting Scale Legend will add a scale bar to the map display window, as well as any paper map you produce.

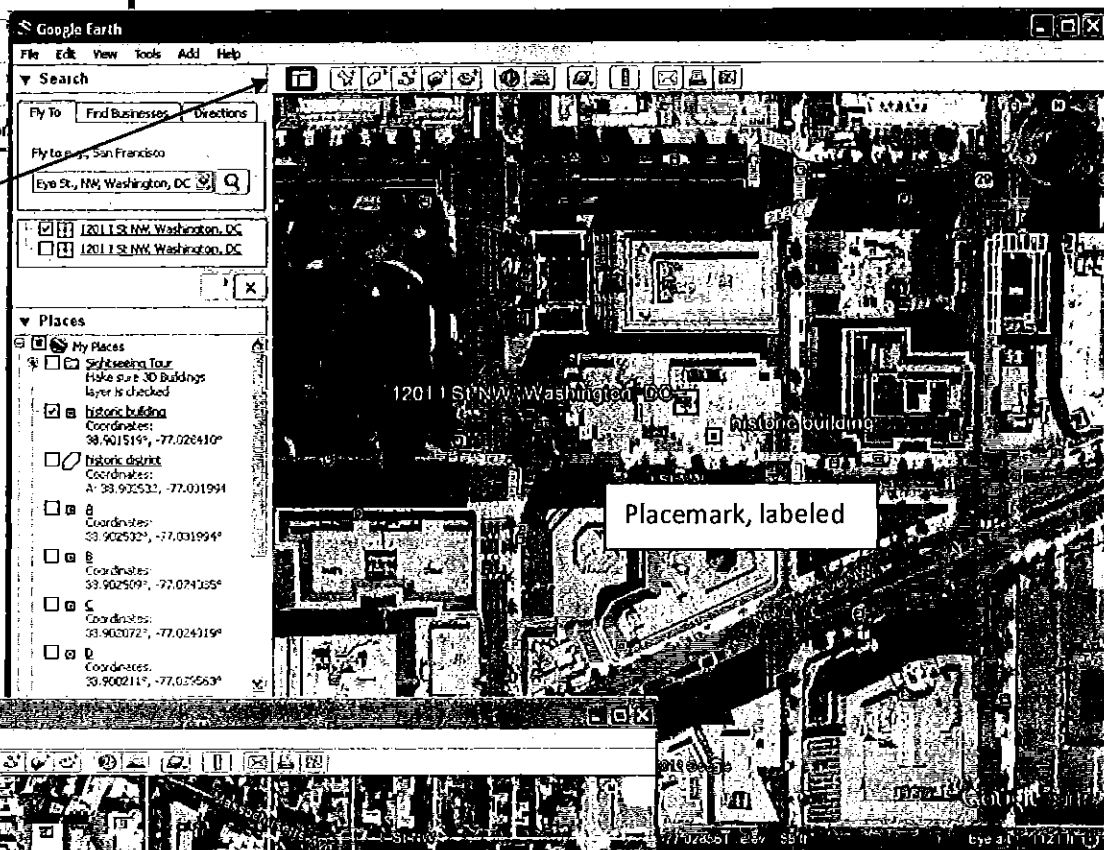




Tools at the top of the application interface allow users to create placemarks (points) or to draw area feature or measure distances. Placemarks or area features created by a user can be named and labeled for the map display or the paper maps produced. Once these features have been created, they will also appear on the left side of the screen in the Places window. There, the user can turn the features on and off, change the colors or symbols and otherwise edit the features.

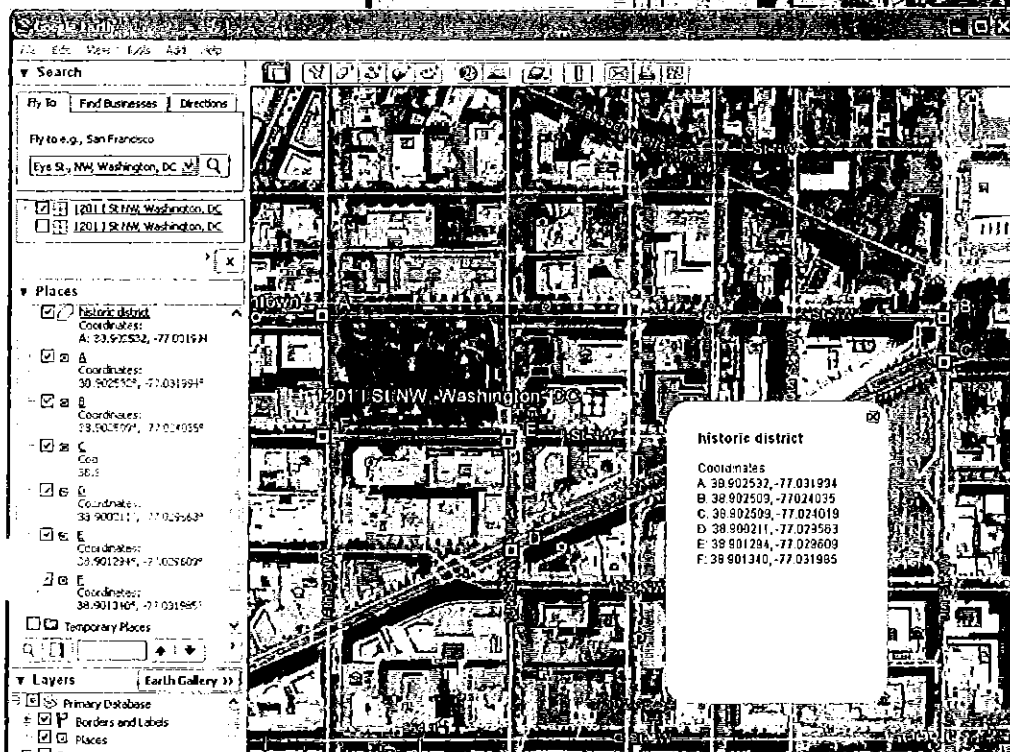
Drawing tools

Places window, with placemark and area features listed, along with labels



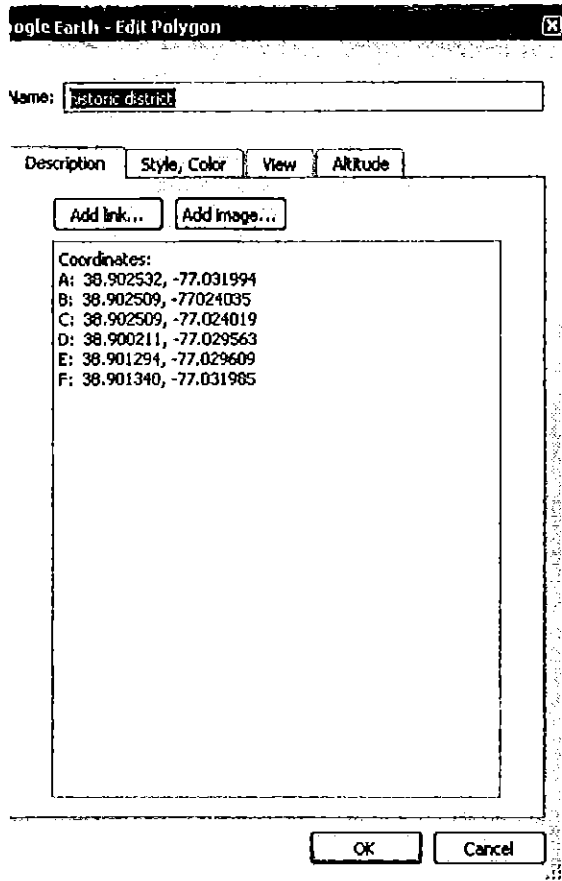
Placemark, labeled

Scale legend



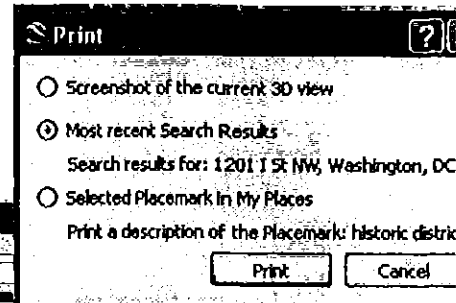
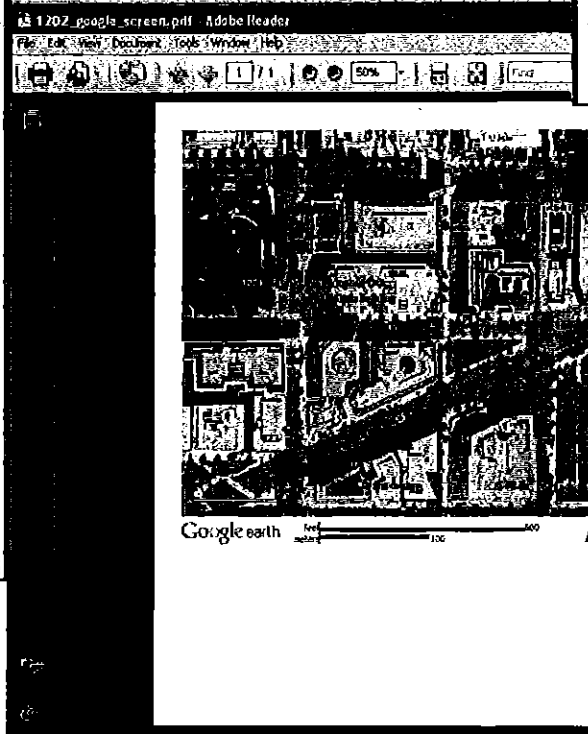
Note that area features can be easily drawn and labeled like a traditional National Register nomination locator map, with each coordinate labeled clockwise around the feature.

Editing the properties of a placemark or area feature allows the user to create labels, change colors and alter symbols. Right click on the feature in the Places window and select Properties to open the dialog box.

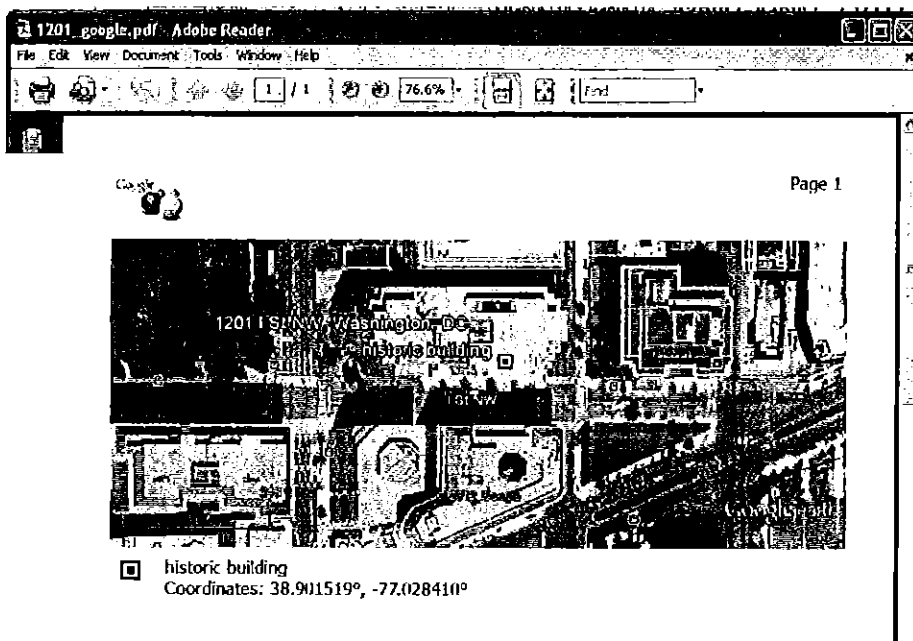


which are required for a National nomination submission.

Regardless of whether the user uses searching to find a location, creates placemarks or draws an area feature, all can be printed directly or to a .pdf file. From the File and Print menus, users can choose whether to print the screen shot (as you see the screen now), or select specific features in your Places window to focus on.



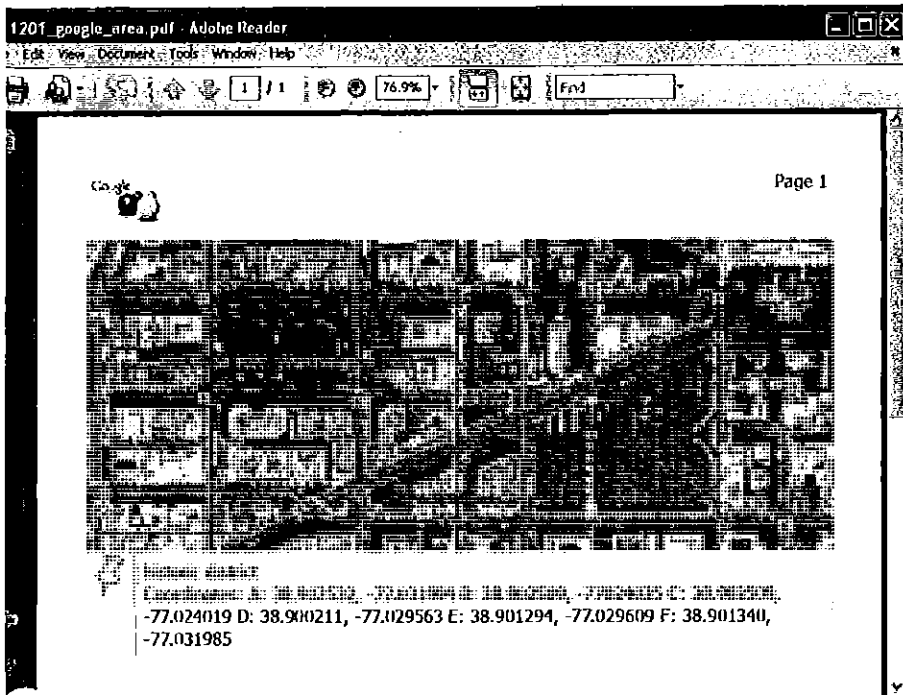
This .pdf shows a screen shot. Note the scale and north arrow addition to the page, Register



This .pdf shows a selected placemark. Note the name of the feature and label at the bottom of the image, which also has the scale legend.

Note that choosing an area feature to print out will also produce the labels and scale bar. These images would replace the regular USGS quadrangle map required for a nomination.

Like BING Maps, users can save the data produced when making placemarks or area features as .kml or .kmz files. Right click on the feature in the Places window and select, Save Place As to open the Save dialog box. These files can be submitted with the electronic nomination, when this option becomes available.

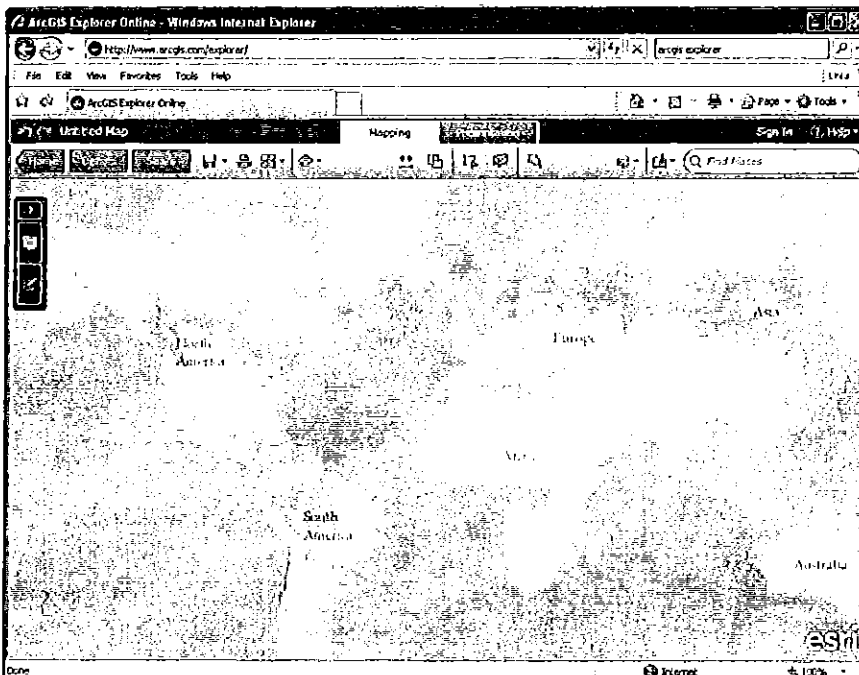


ArcGIS Explorer

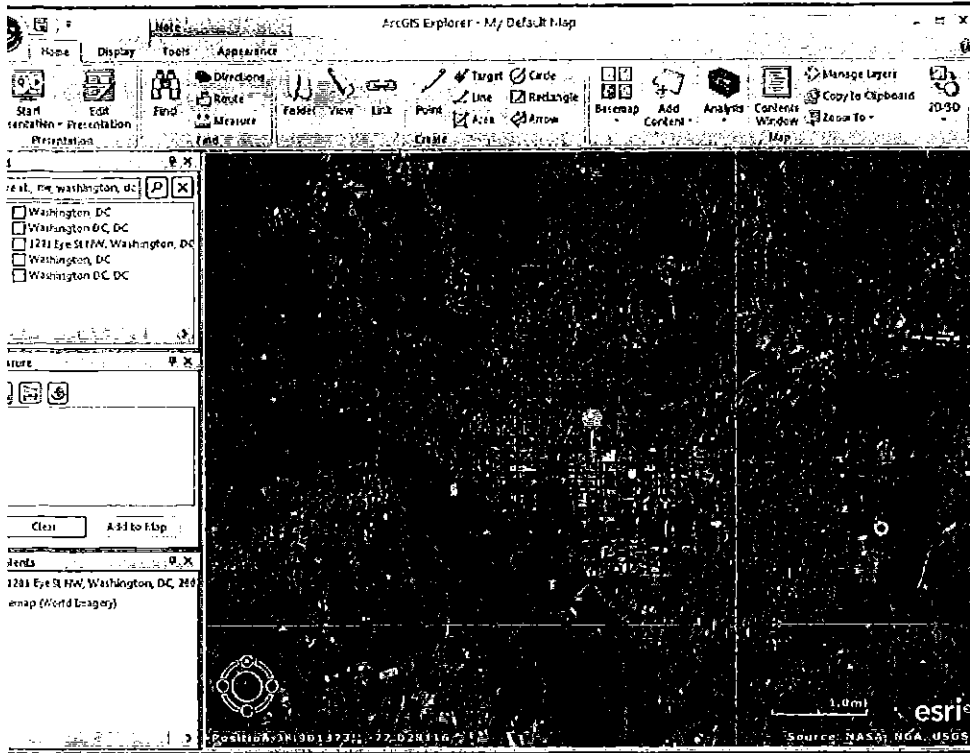
(<http://www.esri.com/software/arcgis/explorer-online/index.html>)
(<http://www.esri.com/software/arcgis/explorer/index.html>)

Made by Environmental Systems Research Institute (ESRI), the same company that produces the primary full GIS software used, ArcGIS Explorer is a free GIS application. Like Google Earth, users may download the application and install it. However, like BING Maps, an internet based version that works through a browser is also available. If users have administrative rights conflicts, the ArcGIS Explorer Online option will avoid any download. Both versions of ArcGIS Explorer are more like a true GIS software, offering much more functionality than BING Maps or Google Earth. All of the same options, in terms of collecting coordinates and producing paper maps or electronic files that could be accepted as part of a National Register nomination are included, along with other analysis functions and background data.

ArcGIS Explorer Online



ArcGIS Explorer Application

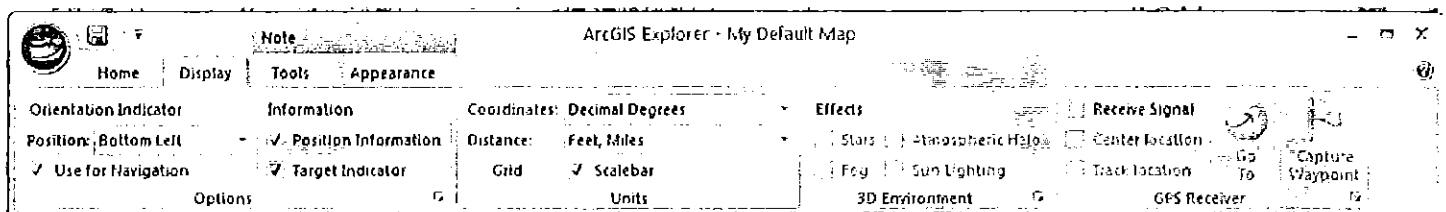


Because the ArcGIS Explorer application is more sophisticated, it will take a little more time to work with, however the quality of paper maps that can be produced is much higher. The application is not quite as intuitive as Google Earth or BING Maps, however the enhanced functionality balances the time needed to learn all of the tools.

With ArcGIS Explorer, typing an address, keyword, city or other geographic term into the search box at the top of the application window finds the location and marks it with a pin. To edit the location, get information about it, change the symbol or perform any analysis, users must select the right search item, right click on the item and select Move to Map. This action transfers the item found to the temporary map being created, moving it

as a data layer to the Contents window. Once in the Contents window, users right click on the item and select Go To, to zoom into the area of interest. From this same menu, users can change the symbol associated with a feature or add a label for the feature.

Like Google Earth, users can easily find coordinates associated with a point, line or area feature drawn on the map. Also like Google Earth, users need to define what coordinate system those coordinates will be displayed as on the screen, add scale information and other map elements. Unlike Google Earth, where the cursor moving changed the coordinates, ArcGIS Explorer always displays the coordinates associated with the center of the map view. Moving the map image, as opposed to moving the cursor will update the coordinates displayed at the bottom of the screen.



Click on the Display tab at the top of the application to select the map elements and details that are needed. Click in the box next to Position Information to make sure coordinates display on your screen. Click in the box next to Target Indicator to display the crosshair at the center of the map display that will correspond to the coordinates being displayed on the map. Select Decimal Degrees as the Coordinate system to make sure that the position information is displayed in the right format. Choose the type of distance measure (English or metric) that the application will use to display any calculations made when drawing features.

Before drawing any permanent point, line or area features, users can right click on the pin placed in the map based on search to get the Properties of a feature, listing the coordinates in decimal degrees. This will be sufficient for resources under 10 acres, where only a single coordinate is required by the National Register program.

Like Google Earth, tools at the top of the application window allow users to create points, lines or area features. For each feature drawn, users may enter label information, popup window text or change the feature symbol and color. Once these feature have been created, they will also appear as layers in the Contents window at the left of the application.

Note Properties

Default View

Extent:

Top: 38.9013730067097

Bottom: -77.0281163835844

Left: -77.0281163835844

Right: 38.9013730067097

Rotation: 0.00

Note Location

Longitude: -77.0281163835844

Latitude: 38.9013730067097

File Name: Attach to File Name

Height: 100

Labeled feature

Drawing tools

New features added to map contents

ArcGIS Explorer - My Default Map

Home Display Tools Appearance

Start Presentation

Edit Presentation

Find

Measure

Directions

Route

Folder View

Link

Create

Target

Circle

Line

Rectangle

Area

Arrow

Basemap

Add Content

Analysis

Contents Window

Zoom To

2D/3D

1 Eye St, NW, Washington, DC

☐ Washington, DC
 ☐ Washington DC, DC
 ☐ 1231 Eye St NW, Washington, DC
 ☐ Washington, DC
 ☐ Washington DC, DC

Clear

Add to Map

Contents

A

district

1231 Eye St NW, Washington, DC 200

Basemap (World Imagery)

ArcGIS Explorer - My Default Map

Home Display Tools Appearance

Start Presentation

Edit Presentation

Find

Measure

Directions

Route

Folder View

Link

Create

Target

Circle

Line

Rectangle

Area

Arrow

Basemap

Add Content

Analysis

Contents Window

Zoom To

2D/3D

1 Eye St, NW, Washington, DC

☐ Washington, DC
 ☐ Washington DC, DC
 ☐ 1231 Eye St NW, Washington, DC
 ☐ Washington, DC
 ☐ Washington DC, DC

Clear

Add to Map

Contents

A

district

1231 Eye St NW, Washington, DC 200

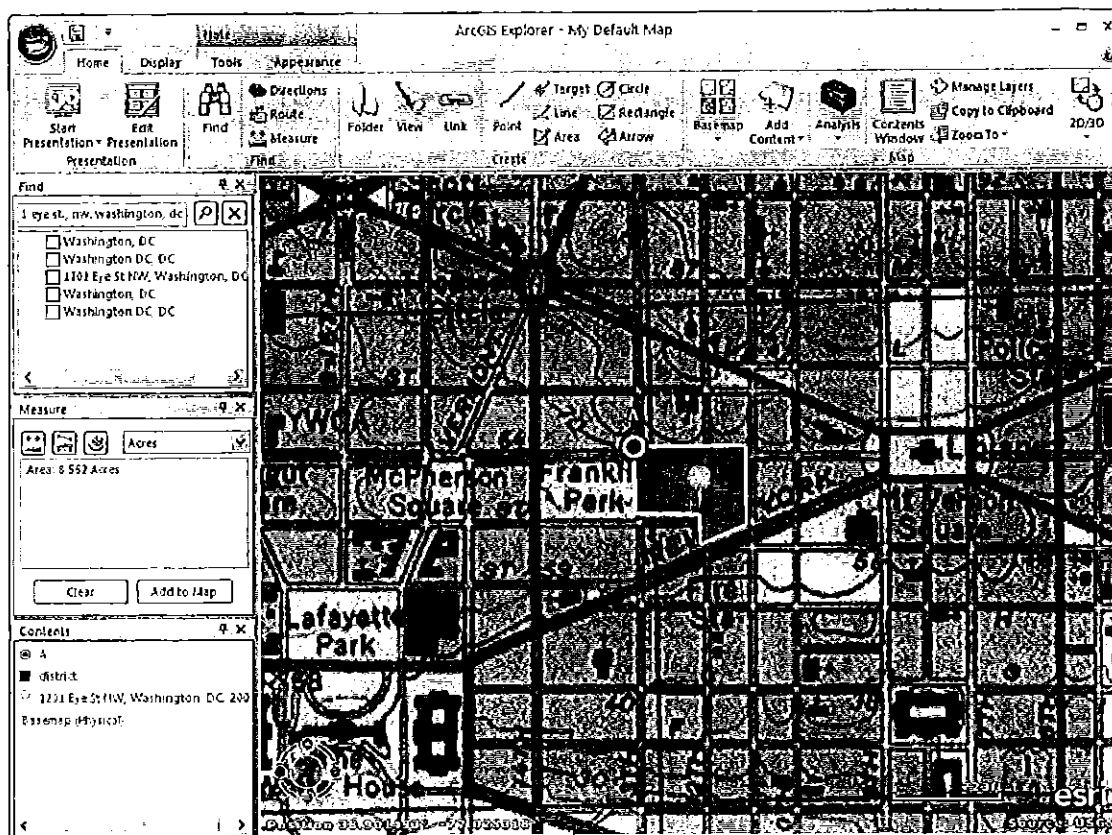
Basemap (World Imagery)

With ArcGIS Explorer, users can measure distances and calculate

areas are significantly enhanced. Clicking on the Measure tool at the top of the application window opens a Measure window at the left side of the application. From this window, users can measure distances or areas and even find coordinates for individual points. Results from any of the measurements are listed in the window. Users may also change the units of their measurements at any point. This function will allow users to calculate the acreage figures required for a National Register nomination.

Measure window
with results

Other tools at the top of the application window allow users to change the basemap or background data from aerial imagery to something more familiar for a National Register nomination, like a digital quadrangle topographical map. Clicking on the Basemap menu and selecting Physical, should load new data into the map display.

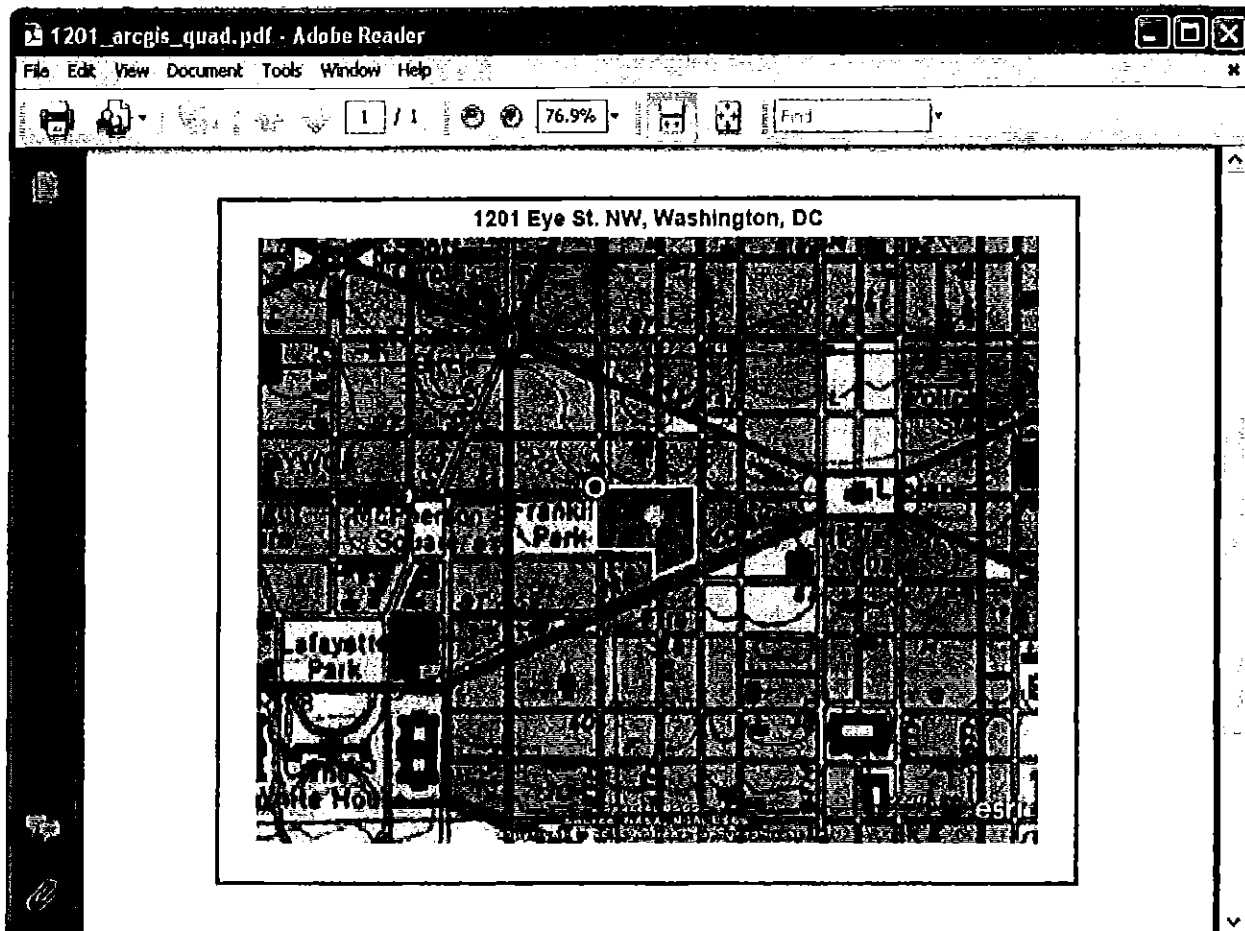


Users have many options of alternate basemaps to choose from in ArcGIS Explorer. Users may also add in other GIS data or other .kml or .kmz files created in other applications like Google Earth.

However, users change the display with different symbols, labels, background information, etc., everything can be printed out on a paper map, sent to a .pdf, or exported as a .kml or .kmz file.

From the File and print menus, users can choose

whether to print the map created directly or to a .pdf file. Information on the screen, such as labels (which could contain the appropriate coordinates or property names) will all be included on the paper map along with scale and other information. Users can choose to save the map itself in order to return to it at a later point, or they can save the individual data layers as separate files.



All three of these options will produce the main requirements part of the draft National Register policy: coordinates (either UTM or decimal degrees) and a paper locator map with scale, labels and coordinate information contained on it. The method used to create these products depends on the user, the resource type and the needs for the paper map in particular.

Note: The National Register nomination form will be including space for decimal degree coordinates in addition to UTM coordinates. Datum information is also being requested. All of the internet based applications described here are generating coordinates based on a World Geodetic System 1984 datum (WGS84). This is common for data with world coverage, such as GPS data as well. Datum information for UTM coordinates generated off of paper quadrangle maps should be located in the collar of the map and be either North American Datum 1927 (NAD27) or North American Datum 1983 (NAD83). Decimal degree coordinates entered onto the National Register nomination form should be carried out 6 decimal places.

BING Maps

Pros

- Decimal degree coordinates easily produced from typing in an address
- Point, line and area features can be drawn on the map using intuitive tools

- Perimeter and area figures will be automatically generated when an area feature is drawn
- Background data can be changed from streets to aerial imagery to assist in finding locations
- Maps produced can be easily printed directly to paper or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Decimal degree coordinates can not be defined without an address to type into the search box
- Although area features can be drawn on the map, getting bounding coordinates is difficult
- Although perimeter and area figures are automatically calculated for area features, the units can not be changed to show acreage
- Adding labels to the map display, changing the symbols of features in the map or changing colors of symbols is not possible

Google Earth

Pros

- Coordinates constantly displayed on the screen and updated as the user moves the cursor
 - Coordinate format can be changed from UTM to decimal degrees
 - Scale bar information can be added to the display
 - Point, line and area features can be drawn on the map using intuitive tools
 - Point, line and area features can be labeled easily
 - Point, line and area symbols can be changed easily
 - Point, line and area features added to the display can be turned "off" in the display easily
- Historic aerial imagery can be displayed, in addition to "street view" data
- Maps produced can be easily printed directly to paper in multiple formats or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Users without administrative rights on their computers can not install the application
- Area and perimeter figures are not calculated
- Background data can not be changed from imagery
- Getting bounding coordinates will require manually moving the cursor to the appropriate location to display coordinates, but these can be easily copied into labels or points can be created

ArcGIS Explorer

Pros

- Users can choose to install the application or use it through an internet browser, depending on whether they have administrative rights on their computers
- ArcGIS Explorer has many more functions and analysis capabilities
- Coordinates constantly displayed on the screen and updated as the user moves the display past the center point indicator
- Coordinate format can be changed from UTM to decimal degrees
- Scale bar information can be added to the display
- Point, line and area features can be drawn on the map using intuitive tools
- Point, line and area features can be labeled easily
- Point, line and area symbols can be changed easily
- Point, line and area features added to the display can be turned "off" in the display easily
- Distance, area and perimeter figures can be easily calculated, in a variety of units selected by the user
- Background data can be changed from imagery to a variety of other options, including the familiar USGS quadrangle map
- Other data files generated by GPS or through a full GIS can be added to the map view
- Maps created can be saved for use, edit or update at a later time
- Maps produced can be easily printed directly to paper in multiple formats or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Because ArcGIS Explorer is more sophisticated and has more functionality, it is less intuitive and may take more time to work with

For further information, contact the Cultural Resource GIS Facility at deidre_mccarthy@nps.gov.

STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property. Use continuation sheets where necessary. Send completed form to: State Historic Preservation Office, 1300 W. Washington, Phoenix, AZ 85007

PROPERTY IDENTIFICATION

For properties identified through survey: Site No: _____ Survey Area: _____

Historic Name(s): _____

(Enter the name(s), if any, that best reflects the property's historic importance.)

Address: _____

City or Town: _____ ☐ vicinity County: _____ Tax Parcel No. _____ - _____ - _____

Township: _____ Range: _____ Section: _____ Quarter Section: _____ Acreage: _____

Block: _____ Lot(s): _____ Plat (Addition): _____ Year of plat (addition): _____

UTM reference: Zone _____ Easting _____ Northing _____ USGS 7.5' quad map: _____

Architect: _____ ☐ not determined ☐ known (source: _____)

Builder: _____ ☐ not determined ☐ known (source: _____)

Construction Date: _____ ☐ known ☐ estimated (source: _____)

STRUCTURAL CONDITION

☐ Good (well maintained, no serious problems apparent)

☐ Fair (some problems apparent) Describe: _____

☐ Poor (major problems; imminent threat) Describe: _____

☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

Sources: _____

PHOTO INFORMATION

Date of photo: _____

View Direction (looking towards) _____

Negative No.: _____

Attach recent photograph of property to this space.
Additional photos may be appended.

SIGNIFICANCE

To be eligible for the National Register of Historic Places, a property must represent an important part of the history or architecture of an area. Note: a property need only be significant under one of the areas below to be eligible for the National Register.

A. HISTORIC EVENTS/TRENDS (On a continuation sheet describe how the property is associated either with a significant historic event, or with a trend or pattern of events important to the history of the nation, the state, or a local community.)

B. PERSON (On a continuation sheet describe how the property is associated with the life of a person significant in the past.)

C. ARCHITECTURE (On a continuation sheet describe how the property embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or possesses high artistic values.)

Outbuildings: (Describe any other buildings or structures on the property and whether they may be considered historic.)

INTEGRITY

To be eligible for the National Register, a property must have integrity, that is, it must be able to visually convey its importance. Provide detailed information below about the property's integrity. Use continuation sheets if necessary.

1. LOCATION ☐ Original Site ☐ Moved (date _____) Original Site: _____

2. DESIGN (Describe alterations from the original design, including dates—known or estimated—when alterations were made)

3. SETTING (Describe the natural and/or built environment around the property)

Describe how the setting has changed since the property's period of significance: _____

4. MATERIALS (Describe the materials used in the following elements of the property)

Walls (structure): _____ Foundation: _____ Roof: _____

Windows: _____

If the windows have been altered, what were they originally? _____

Wall Sheathing: _____

If the sheathing has been altered, what was it originally? _____

5. WORKMANSHIP (Describe the distinctive elements, if any, of craftsmanship or method of construction)

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually listed; ☐ Contributor ☐ Noncontributor to _____ Historic District
Date Listed: _____ ☐ Determined eligible by Keeper of National Register (date: _____)

RECOMMENDATIONS OF ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a potential historic district.

☐ More information needed to evaluate.

If not considered eligible, state reason: _____

FORM COMPLETED BY:

Name and Affiliation: _____ Date: _____

Mailing Address: _____ Phone No.: _____

STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM
CONTINUATION SHEET

name of property _____ Continuation Sheet No. _____
